

Presbytery of New Brunswick

Evangelism and Church Development Committee

Job Description: Youth Mission Trip Coordinator

Background

The Evangelism and Church Development Committee (ECD) of the Presbytery of New Brunswick, with the concurrence of the Educational Ministries Committee, wishes to explore the concept of supporting youth ministry programs and services to churches that are too small to afford their own youth ministry staff or to hold a mission trip on their own. As a part of that exploration ECD would like to hold a presbytery-based mission trip for Senior High (rising 9th graders through recently graduated seniors) youth in the Summer of 2011, or to assemble such a group from small churches to join an existing trip being planned by a larger congregation. This trip is expected to be one week long and located at a site somewhere within the US.

Duties

The Youth Mission Trip Coordinator will:

1. Working with the ECD committee leadership and youth leaders within the presbytery, decide whether to pursue an independent trip, OR to identify and work with a congregation's youth ministry program to join an existing trip.
2. Work with ECD and presbytery staff and leadership to identify churches that have students interested in the trip. This may involve small churches without a youth program or larger churches that are not planning a mission trip this summer, provided that a given church does not send so many youth that they make up the majority of the presbytery-based contingent.
3. Work with the interested churches to identify youth who are interested and committed to the trip.
4. Work with the involved youth, their congregations, and others to raise funds to defray part of the cost of the trip – reducing the cost paid by the youth and/or their church.
5. Work with ECD, Educational Ministries, and the churches sending youth to identify and train adult leaders sufficient for the number of youth involved. Working with the presbytery staff, perform background checks on the adults per presbytery policy.
6. Locate a mission site or geographically close sites and plan the trip.
7. Participate in the trip as the the lead adult - including coordinating travel, food, contact with the mission site, and worship or other spiritual components of the trip. This includes delegation of tasks to the other adults on the trip according to their gifts.
8. Working with the presbytery staff, oversee all finances associated with the trip. This includes closing out of finances at the end of the trip.
9. This position requires that the Coordinator be available to work with churches and others to plan the event beginning in January 2011, and to be available for the trip and followup work in the Summer of 2011.

Desired Experience/Competencies

1. Strong, mature Christian faith is required.

2. At least one year pursuing a graduate degree at a seminary and at least one year of experience working with youth as paid staff or as a volunteer, OR at least 3 years of experience working with youth as paid staff or as a volunteer is required.
3. Experience participating in a week-long mission involving youth or conference trip as paid staff or as a volunteer. Experience with mission trips, leadership of trips, and/or participation in multiple trips are preferred.
4. Membership in a Christian church for at least a year is required. Membership in a Presbyterian or Reformed church is preferred.
5. Experience planning or leading an event or trip for multiple churches is preferred.
6. The Youth Mission Trip Coordinator will be required to successfully complete a background check according to Presbytery policy.

Payment

The chosen candidate will be paid a negotiated amount. The contract will run from hiring through the end of the month following the end of the trip, but will end no later than August 31, 2011.

The Coordinator will be a contractor to Presbytery of New Brunswick, Inc., a New Jersey non-profit corporation, and will not be a statutory employee.

If you are interested in this position, please send your resume and a cover letter to Mark Smith (markrsmith@gmail.com, 609-585-1849) of the ECD committee.